



PERMITTING AND DEVELOPMENT REVIEW DIVISION FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

To: All applicants for a Utility Contractor License in Frederick County

The attached application for a Frederick County Utility Contractor must be filled in completely by the license holder applying for the license. The license holder must sign the second page of the application before a Notary Public.

These following items are required :

1. Proof of a minimum of six (6) years of supervisory experience in the utility trade, which shall include at least one (1) of the following:
 - A) A notarized letter or certified wage records from a current or former employer; or
 - B) Substantially equivalent documentation or proof of the required experience in a form acceptable to the Frederick County Department of Permits and Inspections. (Forms enclosed w/application)
2. Proof that the applicant has no outstanding Frederick County code violations.
3. Copy of certificate of completion of OSHA subpart "P" in trench safety from OSHA qualified instructor or proof of a current certificate (license) from another jurisdiction obtained in an equivalent manner acceptable to the Frederick County Advisory Plumbing Board.
4. Copy of certificate of completion of OSHA requirements for confined spaces from OSHA qualified instructor.
5. A current certificate in general commercial liability insurance with limits of at least \$300,000.00 for property damage and \$100,000.00 for liability. Total amount to be \$400,000 and certificate made out to Frederick County.
6. A government issued photo id. (example – driver license).
7. A license fee of \$232.00. This fee will cover a two (2) year period and shall expire on November 13 of the odd numbered year. The fee for a new license received in the last 3 months of a license period (after August 13th and before November 13th of the odd numbered year) will pay 50% of the regular license fee. Checks must be made payable to: Frederick County.

A receipt for the fee and a Frederick County Utility Contractor license card will be processed within a few days from the date it has been received in the Frederick County Permits Office. If you have any questions, please feel free to contact (301) 600-1095.



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APPLICATION FOR UTILITY CONTRACTOR LICENSE

To the County Commissioners of Frederick County:

The undersigned does hereby make application for a Utility Contractor License submits the following:

Name of Individual _____

Trade/Bus. Name _____

Business Address _____

(Signature) _____

Name of Individual License Holder

Telephone: (bus.) _____ (cell) _____ (fax) _____

Personal Home Address _____

=====

OFFICE USE ONLY:

Date application fee paid _____ Amount of fee _____ Check # _____

Supervisory Experience Requirement _____

Trench Safety Requirement _____

Confined Spaces Requirement _____

Certificate of Insurance _____ Photo ID _____



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**BY SIGNING BELOW YOU ARE CERTIFYING, UNDER PENALTY OF PERJURY
THAT:**

1. I certify that I understand that I cannot sign permits for more than one company or individual; that I cannot allow any unlicensed person (Unlicensed Person: Person(s) who is (are) not employed by you or your company and working under your supervision) to do plumbing installation under the authority of my license. I understand that a violation of these requirements, could result in Suspension or Revocation of my license.

2. I certify that my vehicle will include all Frederick County license numbers as referenced under Subsection 1-14-1 (f). I must comply with all Frederick County Plumbing Ordinance sections and all codes adopted by Frederick County.

3. I declare that I have prepared and examined this application for a plumbing license, and to the best of my knowledge and belief it is true, correct and complete.

Signature of Applicant

Date Signed: _____

for _____
Name of Business or Corporation

By: _____
Notary Public

My commission expires _____



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**VERIFICATION OF UTILITY WORK
For Company Owner**

This is to verify that:

Legal Name: _____
(Name of License Applicant)

Address: _____

has owned & operated _____
(Name of Company)

from _____ to present _____
(Date) (Date of Application)

giving a total number of _____ years of supervisory utility experience.

Signature _____

Printed Name _____

Notary Seal

Notary Public _____

My Commission Expires _____



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**VERIFICATION OF UTILITY WORK
For Employee**

This is to verify that:

Legal Name: _____
(Name of License Applicant)

Address: _____

Has been employed as a supervisor at my company _____
(Name of Company)

from _____ to _____
(Date) (Date)

giving him/her a total number of _____ years.

The employee job duties that involve utility work include: (list specific detailed type of utility work)

Signature _____

Printed Name _____

Notary Seal

Notary Public _____
My Commission Expires _____